

# Sheridan

## IT Project Portfolio Manager (2 positions)

<b>Faculty/Department:</b> Information Technology	<b>Employee Group:</b> Administrative
<b>Campus:</b> Trafalgar (May be assigned activity at any Sheridan campus)	<b>Payband:</b> NM
<b>Reference #:</b> 20/A/10 & 20/A/11	<b>Hiring Range:</b> \$96,615 - \$102,654
<b>Application Deadline:</b> March 6, 2020	
<b>Application Details:</b> These are temporary positions that may continue until April 14, 2022	

Reporting to the Director, Digital Transformation, the Project Portfolio Manager (PPM) role will support Sheridan's Project Springboard initiative. Project Springboard is a pan-institutional technological transformation initiative launched in response to the 2020-24 Sheridan Strategic Plan.

The Springboard Portfolio Management Office (PMO) involves the management of over thirty (30) projects, divided among four (4) portfolios, that are essential to the success of advancing Sheridan's digital transformation. The Project Portfolio Manager will be accountable for the management of one or more project portfolios by collaborating with stakeholders, providing analytical support, and oversight of the projects.

### Specific Responsibilities

- Facilitating and coordinating the efforts of the PMO toward the establishment of the project portfolio definition, structure and process, including the following:
  - Demand management and strategic alignment of projects and programs;
  - Portfolio categories and criteria;
  - Evaluation, selection and prioritization;
  - Execution, tracking and measuring the achieved results.
- Supporting and advising executives on actions required to balance the portfolio of existing assets and services;
- Directing the development and maintenance of communications and reporting on project portfolios, their contents and the performance of individual initiatives to stakeholder and governance council(s), the steering committee and senior executives;
- Performing other duties/activities as required.

### Qualifications

- The successful candidate will possess a 4-year bachelor's degree in Business, Computer Science or another related field along with 9 years demonstrated expertise and leadership experience with project management and change management methodology - experience in post-secondary education is desired (Or an equivalent combination of education and experience);
- Knowledge of major systems & functions across enterprises, corporate organization and priorities/initiatives, College processes, technical, business interfaces is required;
- Proven experience successfully developing multiple programs within a portfolio;
- Ability to effectively present strategies and plans to senior management and demonstrated reasoning and decision-making ability are required;
- Project management certification (PMP, Prince2) and/or Portfolio Management certification preferred;
- Strong leadership and project management skills;
- Excellent verbal and written communication skills;
- Ability to influence, negotiate, and develop relationships at multiple levels and across a wide spectrum of personalities and functions;
- Strong organizational and problem-solving skills.

Sheridan welcomes diversity in the workplace and encourages applications from all qualified individuals, including visible minorities, Indigenous People, and persons with disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sheridan is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the hiring process, Human Resources will work with applicants requesting accommodation.

Note: Copies of educational credentials are requested at the time of an interview. As a condition of employment, Sheridan requires confirmation of educational credentials in the form of an official Canadian transcript or an official evaluation of international credentials which determines Canadian equivalency.

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Please apply online: <https://www.sheridancollege.ca/working-at-sheridan.aspx>